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DPD-5507-59

11 August 1959

MEMORANDUM FOR: Budget and Fiscal Division

ATTENTION : Payroll Branch

25X1

SUBJECT : Advanced Sick Leave - [ ] (31348)

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1. It is requested that [ ] be granted advanced sick leave in the amount of 15 days in accordance with Agency Regulation [ ] paragraph 4f. [ ] entered on duty with this Agency on 6 July 1959, therefore she does not have sufficient sick leave to cover her absence.

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2. [ ] reported to Development Projects Division for duty on 31 July. She underwent an emergency appendectomy on 3 August and has just been released from the hospital. Her doctor advises that in all probability she will be able to return to work on 24 August.

3. The advanced sick leave is being requested to cover the leave of absence incurred as a result of this illness.

4. A certificate has been requested from her physician and will be forwarded as soon as received.

5. Your favorable consideration of this request will be most appreciated.

25X1

[ ]  
Chief, Personnel Section  
DPD-DD/P

AHD:LPM:jba

11 August 1959

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